

SEAMLESS SUMMER FOOD PROGRAM
***SAMPLE* SPONSOR MONITOR SITE REVIEW FORM**

A record of onsite monitoring for the Seamless Summer Food Program must be kept on file for review purposes. Note: *Each site must be visited at least once during operation.*

Sponsor _____ Date of Review: _____

Name of Site: _____ Person Conducting the Review: _____

Site Supervisor: _____ Regular Site _____ Camp Site _____

Type(s) of meal service reviewed: _____

Approved time of meal service: _____ Attendance on day of visit: _____

Number eligible for free or reduced price meals (camp only): _____

	<u>Type of Meal</u>			
<u>Day of Visit</u>	<u>Breakfast</u>	<u>Snack</u>	<u>Lunch</u>	<u>Supper</u>
# meals prepared (single site - self prep)				
# meals delivered (off-site prep)				
# meals/milk from previous day				
Times meals delivered (off-site prep)				
Times meals served				
# first meals served to children				
# meals leftover				
Menu Served: _____				

Describe how this site handled the serving of second meals: (*Note: Second meals may NOT be claimed as reimbursable meals in the Seamless Summer Food Program.*)

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YESNO

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals served as a unit? |
| <input type="checkbox"/> | <input type="checkbox"/> | Did meal agree with menu planned? |
| <input type="checkbox"/> | <input type="checkbox"/> | Were all requirements met? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are all children fed onsite? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals planned and prepared with one meal per child in mind? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are accurate counts taken of meals served? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meal production records kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does site have sufficient food service supervision? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is an inventory record being kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there proper sanitation and storage? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals served within time frames specified on the site sheets? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are records of adult meals kept? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there documentation of children eligible for free or reduced price meals <i>if applicable</i> ? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals counted before signing delivery receipt? (off-site prep) |
| <input type="checkbox"/> | <input type="checkbox"/> | Are meals checked for quality? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there provisions for storing or returning excess meals? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is site supervisor following procedures established to make meal order adjustments? |
| <input type="checkbox"/> | <input type="checkbox"/> | Does site have a place to serve children's meals in case of inclement weather? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is there a nondiscrimination poster provided by the sponsor, on display in a prominent place? |

Major Violations

- | | <u>Yes</u> | <u>No</u> |
|--|--------------------------|--------------------------|
| 1. Adult meals included in count of meals served to children | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Off-site consumption (children) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Meal pattern not met (specify) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Meals not served as a unit | <input type="checkbox"/> | <input type="checkbox"/> |

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Check below if the following apply (explain any checked items)

7. No Records ☐ 8. Incomplete Records ☐ 9. Poor Sanitation ☐

10. Other:

Corrective action discussed with (name and title):

Corrective action taken:

Site supervisor's comments:

I certify that the above information is correct.

 Monitor's Signature

 Site Supervisor's Signature

 Date

 Date